

**Right of Way Plan/Design Checklist for R/W Verification**  
**TO BE TURNED IN WITH R/W VERIFICATION SUBMITTAL (Page 1 of 3)**

State Contract# \_\_\_\_\_ Primavera# \_\_\_\_\_ F.A.P.# \_\_\_\_\_

Project Name \_\_\_\_\_

County \_\_\_\_\_ Project Manager \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Consultant Name \_\_\_\_\_

**SURVEY RESEARCH REQUIREMENTS**

*Team Support will provide all right of way based research information for the Designer for in-house DelDOT designed projects only - those with no Consultant support. The Designer for an in-house project should prepare a mosaic of the project using the Tax Maps, shading proposed project limits including potential drainage outfalls and utility facility transitions. Include a list of required deed county assessment numbers along with approved project scope description with the submittal. Once completed, a copy of the deeds from Team Support and other relevant information should be forwarded from Design to the Survey section with the survey request. Both In-House designed and Consultant designed DelDOT projects use the same checklists for research and plan requirements unless otherwise agreed upon.*

*On Consultant designed DelDOT or Sponsor-administered (Municipal or State agency Transportation Enhancement projects with DelDOT oversight) contracts, the Consultant is responsible for all research and coordination work on their respective design contracts. Deeds should be researched and submitted to the survey crew prior to any field survey work commencing. This is critical for survey personnel field locating existing monuments and property corners. Deeds should be compiled in a logical order for later assignment of parcel identifiers for quick reference to the plans. Submit deeds either by tax map number or numerically assigned to the left and right sides of the road(s). A copy of all right of way and construction research information should accompany the submittal. This should include but not be limited to Roadway /Bridge plans, tax maps, deeds, easement deeds, will records, and microfiche. Deeds are to be attached to the County Property Reports and Easement Deeds.*

*Research should include the following (if applicable) for all projects:*

☐ *In-House DelDOT Project – { \* marked on checklist show items provided by Team Support }*

☐ *Consultant DelDOT or Sponsor Administered Project / Transportation Enhancement Project { + marked on checklist show items provided by Team Support }*

\*☐ Check previous contract plan information, miscellaneous road files, and Bridge Maintenance Plans through Falcon for previous acquisitions and right of way data. If it is not marked “as-acquired”, contact Team Support for coordination with Real Estate Section to establish true acquisition status.

\*☐ Check with Real Estate for any applicable right of way reservations on excess land inventory plats.

\*+☐ Check with County Soil Conservation Service for tax ditch information and tax ditch Managers’ names (Normally three).

\*☐ Complete deed research including existing subdivisions, land development plans, etc. for right of way reservations or dedications. This should include all separate recorded easements for utility and traffic signals.

\*☐ Contact DelDOT’s Subdivision Section for recently approved work or projects in progress within the project limits, including any active DelDOT/Developer agreements. Note whether the land is reserved or dedicated for public use.

\*☐ Contact DelDOT’s Traffic Section for any preexisting signal agreements within the project area.

\*+☐ Check town limits and research existing Town Agreements at DelDOT and the appropriate District Office.

\*☐ Make a copy of the current owners so that they can be placed on the plans

\*☐ Verify that all roads and streets within the project limits are dedicated to public use.

\*☐ If railroads are involved, determine railroad rights of way within the project limits.

\*☐ Make a copy of all plans, deeds, will records, etc., for Team Support Files and forward an additional copy of all research to Real Estate Section.

\*☐ Flag any unusual right of way acquisition conditions or those parcels with special conditions such as cross easements. Note any possible property overlaps or gaps between parcels when preparing the property mosaic. Provide the right of way mosaic with all current survey, property owner, and county assessment number information. Compare it to the County’s original tax maps and note any discrepancies.

In all cases, we ask that the Designers work with Team Support and provide any construction plan research, project scope information (project initiation), potential environmental/historic property restrictions, potential design exceptions, etc., to assist in our research and later reviews. Utility easement deeds are to be provided by the respective utility companies when plans are submitted to them for plotting of existing utility facilities and easements. Those additional easements are to be shown on the Preliminary Plans. See Primavera for schedule requirements. Plan distribution requirements for all submittals can be found under the “project” header on the DelDOT intranet home page.

**PLAN REQUIREMENTS FOR RIGHT OF WAY VERIFICATION**

- **Plan Sheet Requirements** --At the Verification stage following the plotting of field survey data, the following information will eventually be shown as base information for the preliminary construction plans and later used when semifinal right of way plans are produced. Please show the following level of detail at verification stage to assist us:

- ☐ North Arrow
- ☐ Scale
- ☐ Construction Baseline with reference points and stationing
- ☐ Dimension between proposed baseline and existing right of way limits thoroughly.
- ☐ Show all property corner pipes and monuments located in the field by survey. Existing right of way lines that are shown are to be reconciled with field evidence.
- ☐ Show all property lines with each parcel identified individually with the same information required on the mosaic. (Not in table form)
- ☐ Show all existing easements and note blanket easements (those covering an entire parcel)
- ☐ Property traverse closures (only on request by Team Support)
- ☐ Street and Road names and numbers
- ☐ Municipal Limits
- ☐ Railroad Rights of Way/ Initial Coordination
- ☐ Show all survey information (Structures, trees [with sizes], driveways, buildings, sheds, wells, fences, landscaping, septic systems, etc.) Bridges are to be shown in detail to include limits of wing walls, riprap, guardrail, etc.
- ☐ Show delineated wetlands picked up by survey if information is available.

*Note: We recommend but do not require a property mosaic sheet until semifinal plan status. It would be to the designer's advantage as a result of right of way verification to prepare a property mosaic as a result of new survey data and deed research earlier in the process. This will help in identifying accurately existing right of way lines and resolving potential property line conflicts as soon as possible.*

**Preliminary Right of Way Plan/Design Checklist**  
**TO BE TURNED IN WITH PRELIMINARY PLAN SUBMITTAL (1 Page)**

State Contract# \_\_\_\_\_ Primavera# \_\_\_\_\_ F.A.P.# \_\_\_\_\_

Project Name \_\_\_\_\_

County \_\_\_\_\_ Project Manager \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Consultant Name \_\_\_\_\_

**PRELIMINARY PLAN REVIEW**  
**PLAN SHEET REQUIREMENTS**

All previous comments from verification plan review should be addressed by memo or by e-mail. Include a copy of this completed checklist with your plan submittal and memo. If something cannot be done per previous comments, please indicate how the issue was reconciled with a point-by-point response. Clearly indicate on the plans and memo that this is a preliminary submission. Separate right of way plans are not required at this stage. Construction plans should be complete as to show all proposed right of way needs in conceptual form. No metes and bounds descriptions are necessary at this time. Please make Team Support aware of any new potential for Design Exceptions. Include information as follows:

- ☐ **Proposed line work including drainage and conceptual storm water management requirements.**
- ☐ **Show all limits of construction including any required temporary access easements for the contractor. Temporary access easements are to be shown as temporary construction easements on the plans.**
- ☐ **Show proposed right of way and temporary construction and permanent easement lines in heavier line weight, with proposed rights of way dimensioned from the baseline. Please contact Team Support if in doubt about the type of property acquisition required.**
- ☐ **Show existing utility facilities and conceptual utility relocations. Show existing recorded and unrecorded utility easements with information forwarded from Utilities Section.**
- ☐ **Note parklands, historic properties and other areas to be avoided. If parking lots are impacted, show the individual spaces so that the number of spaces lost can be reconciled.**
- ☐ **On Typical Sections label and dimension existing and proposed rights of way and easements. Label limit of construction. Show limits of side slopes.**  
*Note: On the plans and typical sections, proposed easements should be shown so that the contractor has enough room to legally construct the project. The limits of construction should be inside the proposed temporary, permanent easement, or right of way lines.*
- ☐ **Show parcel identifiers (1-L, 2-L, etc.) Do not change them once assigned.**

**Semifinal Right of Way Plan/Design Checklist**  
**TO BE TURNED IN WITH SEMIFINAL PLAN SUBMITTAL (Page 1 of 4)**

State Contract# \_\_\_\_\_ Primavera# \_\_\_\_\_ F.A.P.# \_\_\_\_\_

Project Name \_\_\_\_\_

County \_\_\_\_\_ Project Manager \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Consultant Name \_\_\_\_\_

**SEMI-FINAL PLAN REVIEW/PLAN SHEET REQUIREMENTS**

At this stage, the plans should represent accurately all impacts of construction including utility relocations, proposed storm water management facilities, as well as all temporary and permanent impacts to private property. Acquisitions should be calculated and right of way plans should be in final form for review. Real Estate representatives assigned to the project and Design must meet before semifinals are submitted. This would allow the designer to go through project impacts for each parcel and discuss any issues that may not be identified specifically on the plans. Semi-final construction plans at semifinal status should always accompany semi-final right of way plans with an attached memo requesting review. Previous comments from preliminary plans should be addressed and/or reconciled by memo or e-mail point by point. Please send this checklist with your semifinal plan submittal. Consultant projects plan submittals for Team Support review should be sent via the DelDOT Project Manager for his/her review. Please review the submittal for completeness prior to forwarding. **Copy Real Estate Section on all plans and correspondence.**

Omission of crucial information will delay the approval process and may result in unnecessary resubmittals and future plan revisions. This practice wastes time, money, and resources in the Design, Team Support, and Real Estate areas. Right of way plans reach final plan status when Team Support signs the plans. Team Support will contact Design when the title sheet mylar is needed and no further changes are necessary to the semifinal plans. At that time, the Consultant and Design Project Manager are to sign and seal the title sheet prior to forwarding the mylar.

The Design section head and the Team Support section head sign the approval memo prepared by Team Support. Team Support prepares the approval memorandum. The plans and signed memorandum are then forwarded to the Real Estate section chief with the correct number of plan sets by Design for appraisal, appraisal review, and acquisition. Design should also forward the plans to Quality for scanning into Falcon.

- **At Internal Semifinals--Real Estate Representatives assigned to project meet with Design.**  
**[ ] Met with Real Estate on \_\_\_\_\_**

- **Title Sheet Requirements**--Use the current standard R/W Title Sheet method unless directed otherwise. Please fill in all information.
  - ☐ Show location map with project area shaded to show limits
  - ☐ Show Scale and North Arrow
  - ☐ Show Begin and End Acquisition identifiers
  - ☐ An as-acquired block for Real Estate's signature is needed if there are Permanent Easements or right of way acquisitions on the project.
  - ☐ Standard plan signature blocks will be changed from "RECOMMENDED" to "RECOMMENDED AS TO PROCESS" if reviewed by Team Support for a Municipality or State Agency other than DelDOT (Transportation Enhancement - Sponsor Administered Project). The Municipality or State Agency representative should sign the Title Sheet and the Designing Consultant must sign and seal it.
- **R/W Plans Incorporated into Construction Plans (For Small In-House DelDOT Projects Only)**--To be determined by Team Support on a case-by-case basis.
  - ☐ Use Standard Plan Sheets
  - ☐ All information in upper right hand corner block is to be filled in.
  - ☐ Label First Sheet "Right of Way Plans" adjacent to upper right hand corner block. Provide an abbreviated signature block for Team Support signatures and a standard as-acquired block on the sheet. As-acquired block is not needed if only Temporary Construction Easements are required.
  - ☐ To number right of way sheets, label all sheets "R/W Sheet \_ of \_" in upper right hand corner adjacent to plan sheet block. Reference right of way plans on construction plan title sheet index.
- **Property Mosaic Sheet** --( Not needed for small in-house DelDOT projects. Check with Team Support for approval prior to omitting.)
  - ☐ Show road systems and project survey baselines. Mosaic should be scaled smaller than plan sheets to show a greater portion of the project on each sheet.
  - ☐ Show north arrow and scale.
  - ☐ Show property lines.
  - ☐ Show Begin/End Acquisition limits. Place current owner's name, parcel number, county assessment number, and title source number for each parcel. This can be done in table form for clarity. Include all Parcel Identifiers (1-L, 2-L, etc)
- **Right of Way Plan Sheets**--
  - ☐ Show North Arrow.
  - ☐ Show Scale.
  - ☐ Show Construction Baseline with reference points and stationing.

- ☐ **Dimension between proposed baseline and existing right of way limits thoroughly.**
- ☐ **Show all property corner pipes and monuments located in the field by survey. Existing right of way lines that are shown are to be reconciled with field evidence.**
- ☐ **Show all property lines with each parcel identified individually with the same information required on the mosaic. (Not in table form)**
- ☐ **Show all existing easements and note blanket easements (those covering an entire parcel)**
- ☐ **Show property traverse closures for needed total property acquisitions.**
- ☐ **Show road and street names and numbers.**
- ☐ **Show Municipal limits.**
- ☐ **The approved standard right of way data sheets and tabulation sheets are to be completed. On the tabulation sheet, make sure that the remarks column is complete. Any special or unusual right of way conditions can also be referenced here. Stations and offsets should always be listed adjacent to metes and bounds and point numbers. The point coordinates with corresponding northings and eastings can be shown separately as a table on the same sheet.**
- ☐ **Show Railroad Rights of Way/Coordination.**
- ☐ **Show all survey information (Structures, trees [with sizes], driveways, buildings, sheds, fences, landscaping, wells, septic systems, etc.) Bridges are to be shown in detail to include limits of wing walls, riprap, guardrail, etc.**
- ☐ **Show delineated wetlands and other features/items to be avoided/preserved within the proposed rights of way and easement limits on the construction plans. Real Estate's appraisers will need this information in order to provide a more accurate appraisal.**
- ☐ **Show all clear zones within project limits.**
- ☐ **Show promises made to property owners as a result of the public involvement process. The formal public involvement process must be concluded prior to the semifinal right of way plan submittal. Any agreements with property owners should be in writing. Please provide a copy.**
- ☐ **Show all final relocated utility facilities on construction plans with necessary easements or additional rights of way reflected on the construction and right of way plans.**
- ☐ **Show all proposed pedestrian facilities to approved ADA standards.**
- ☐ **Show all drainage and storm water management needs- temporary and permanent. Plans should address all comments made by the Storm Water Engineer.**
- ☐ **On properties showing parking lots impacted by the project, show the reduction in parking spaces on the construction plans and easements needed to resolve and reconstruct the parking lot on both construction and right of way plans. If there are additional parking spaces impacted temporarily, show**

**those clearly and give an approximate duration that they will be unavailable for use by the owner.**

**☐ Calculation of metes and bounds with point identifiers should be in final form for all acquisitions. Metes and bounds descriptions always are to run in a clockwise direction.**

**☐ If a Federal Aid Project, acceptance of the project and proposed mitigation of historic, cultural, wetland, and permit requirements by the Federal Highway Administration must be concluded.**

**☐ If a Town Agreement is needed, coordinate with Team Support so that Team Support can forward the most concise information for the Municipality's approval.**

**☐ If there is an approved project Design Exception, please provide a copy. All Design Exceptions should be resolved at this time.**

Any resubmittals of semifinal plans in order to reconcile omissions or corrections are to be called Revised Semi-Final Right of Way Plans. A memorandum and revised checklist should accompany the plans. Once the plans are approved, they become final. Please submit a final construction plan set to Team Support when signed for our records.



## Right of Way Plan Revision Guidelines

Any right of way changes that take place following the signing and distribution of final right of way plans will be approved as a right of way plan revision. Revisions are numbered consecutively and erasures are permitted. The revision number is shown in a square, the same as a construction plan revision. Revisions are noted on the right of way title sheet revision block and where the right of way revision occurred on each plan sheet and the corresponding revision block on that sheet, the same method as construction plan revisions. If Design is considering a revision that involves right of way changes, please contact Team Support as well as Real Estate to help resolve any potential issues. The corresponding construction plan sheets that were changed should accompany the revision request along with any relevant Consultant correspondence and required prior approvals.

A memo from Design explaining where the revision occurred, the reason for the revision, and where it originated from should accompany the revised plan sheets and title sheet. If the revision that was submitted needs no corrections, Team Support will contact Design for the title sheet mylar.

When the revision is approved, the Design and Team Support section heads both initial the title sheet next to the new revision block. A memo (written by Team Support) describing and approving the revision and noting the type and number of plan sheets forwarded to the Real Estate section chief will be co-signed by the Team Support and Design section heads. The Design section forwards the plans and memo to Real Estate after co-signing the memo. Design also forwards the revision to Quality section for scanning into Falcon.

*For small, in-house DelDOT projects where the right of way plans are incorporated into the construction plans, the title block is on the first plan sheet of the right of way plans. The title block will need to be signed again by Team Support. The new signature block is to show the date of the original right of way plan approval shown above it. The words "RECOMMENDED AS PER REVISION NO. \_\_\_\_" is to be substituted into the new signature block for "RECOMMENDED".*

If there are any questions concerning procedures in preparing a right of way plan revision, contact Team Support. If a design change causes any changes in needed right of way or easements, please contact us. A revision will probably be needed. If the change involves a name change, it can often wait for a subsequent revision.

It is the Designer's responsibility to ensure that all required approvals are received for any construction change that results in a right of way plan change prior to submitting the right of way revision to Team Support.